

EMPLOYEE TUITION WAIVER PROCEDURES**General**

Northeast provides waivers for eligible employees/retirees and their qualified dependents. The waiver is for credit courses and non-credit courses which are eligible for state aid. The waiver is for tuition only and does not include fees, books, or other course costs.

Eligibility

Eligibility for tuition waivers is limited to:

1. Full-time employees
2. Former full-time employees who have retired from Northeast at the age of fifty-five (55) or older with a minimum of 15 years of service to the College.
3. Qualified part-time employees as defined in policy 4180 (Part-time Employee Benefits).

In addition, the qualified dependents of eligible employees/retirees are also eligible for the tuition waiver. Qualified dependents shall include the employee=s spouse and unmarried children (son, daughter, stepson, stepdaughter) who are less than 24 years of age and either reside with the employee or can be claimed on the employee=s tax return.

Amount of Waiver

The amount of the tuition waiver is as follows:

- 100% for full-time employees and their qualified dependents
- 100% for eligible retirees and their dependents
- 50% for eligible part-time employees and their qualified dependents

Application Process

To apply for a tuition waiver, the employee/retiree must complete a Staff/Dependent Tuition Waiver Application and submit it to the Human Resource Office. The application covers one academic year. If the application includes qualified dependents, the employee must submit the top third of their most recent tax return to the application form.